Sanitation Inspections

800.1 PURPOSE AND SCOPE

The Thurston County Sheriff's Office has established a plan to promote and comply with the environmental safety and sanitation requirements established by applicable laws, ordinances and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.

800.2 POLICY

A process will be developed and maintained for ensuring the governance of movements related to personnel performing maintenance within the Thurston County Sheriff's Office Corrections Bureau facilities. In addition, a process will be outlined by which Corrections Bureau Administration, or designee, will confer with maintenance personnel to establish a priority list for work orders, so the facilities will be kept in good operational repair and the safety and security of members, the inmates, and the community in the facilities is protected.

800.3 RESPONSIBILITIES

It is the policy of the Office to maintain a safe and sanitary facility. The Chief of Corrections will ensure that the plan addresses, at minimum, the following:

(a) A list of approved equipment, cleaning compounds, chemicals, and related materials used in the facility, and instructions on how to operate, dilute or apply the material in a safe manner.

(b) Record-keeping of self-inspection procedures, forms, and actions taken to correct deficiencies.

(c) Training requirements for custody staff and inmate workers on accident prevention and avoidance of hazards with regard to facility maintenance.
Inmates engaged in sanitation duties shall do so only under the direct supervision of qualified custody staff. When inmate work crews are used, additional controls should be implemented to account for all equipment and cleaning materials. All staff shall report any unsanitary or unsafe conditions to a supervisor. Staff shall report repairs needed to the physical plant and equipment by submitting a work order and placing the item on the "Facilities Dude" list on the computer.

800.4 WORK ORDERS

All reports of unsafe or unsanitary conditions, as well as repairs needed to the physical plant and equipment, shall be documented in a work order. The Facillities Dude work order system will track all requests to completion. The Thurston County Jail Administrative Lieutenant will

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work with facilities representatives to ensure timely completion of repairs and will ensure the jail administration is briefed on all long term issues.

800.5 MATERIAL SAFETY DATA SHEETS (MSDS)

Materials and substances used in the operation and maintenance of the facility may qualify as hazardous material. Hazardous material is required to have a companion Material Safety Data Sheet (MSDS) that is provided by the manufacturer or distributor of the material. The (MSDS) provides vital information on individual hazardous material and substances, including instructions on safe handling, storage, disposal, prohibited interactions and other details relative to the specific material.

The Chief Deputy of Corrections shall be responsible for ensuring that a written hazard communication plan is developed, implemented and maintained at each workplace. Each area of the facility in which any hazardous material is stored or used shall maintain an (MSDS) file in an identified location that includes (29 CFR 1910.1200(e)(1)):

(a) A list of all areas where hazardous materials are stored.

(b) A physical plant diagram and legend identifying the storage areas of the hazardous materials.

(c) A log for identification of new or revised SDS materials.

(d) A log for documentation of training by users of the hazardous materials.

800.5.1 SDS RECORDS MASTER INDEX

The Maintenance Supervisor or the authorized designee will compile a master index of all hazardous materials in the facility, including locations, along with a master file of MSDS information. He/she will maintain this information in the safety office (or equivalent),

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